



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 14-021**



DATE: September 5, 2014

OPEN TO: All Interested Candidates

POSITION: Public Affairs Assistant (Administration); FSN-07/FP-07

OPENING DATE: September 5, 2014

CLOSING DATE: September 19, 2014

WORK HOURS: Full time: 40 hours/week

SALARY

*Ordinarily Resident:
Position Grade: FSN-07/1 BDS\$59,205.00 p.a. (Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-07/1 US\$40,394.00 p.a.; (Starting Salary)

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The US Embassy in Bridgetown is seeking an individual for the position of Administrative Assistant (Administration), in the Public Affairs Section. This is a full time, 40 hour per week position.

BASIC FUNCTION OF THE POSITION:

As assistant to the Public Affairs Officer for administrative matters, the PAS Administrative Assistant is responsible for all financial and programming resources for a post with two American officers and seven Foreign Service Locally Employed Staff (LE Staff) which covers the seven Eastern Caribbean islands and the OECS. The incumbent carries out basic office management duties, and works closely with budget personnel at the Embassy and in Washington as well as with local vendors, airlines and hotels. The PAS Administrative Assistant tracks finances and keeps cuff accounts of Public Diplomacy (PD) section's travel, representational and programming funds as well as all special funds accounts. S/he serves as Public Diplomacy (PD) liaison with embassy financial management and general services sections, and other sections' office managers. Assists with logistical aspects of the section's speaker and cultural programs, and manages the official travel of the Public Affairs Officer (PAO) and Deputy Public Affairs Officer (DPAO). The PAS Administrative Assistant reports to the PAO or in the PAO's absence, the DPAO.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342/227-4014).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of an associate degree in business administration, management or accounting is required.
2. Two to three years' experience in administration or management required; minimum of 1 year management or administration experience in the fields of communications, business, education or culture, required.
3. Level IV proficiency in reading, writing and speaking English, is required.
4. A good understanding of State Department practices, personnel, travel and other administrative procedures, regulations, requirements, and accounting procedures. Understanding of Public Diplomacy; its programs, resources, materials, equipment and management techniques; strong knowledge of word processing, spreadsheets and databases.
5. Ability to work well with others in the Public Diplomacy Section and other embassy personnel in planning, coordinating, and carrying out multi-media thematic and cultural programs, ability to independently plan, organize, and carry out assigned responsibilities using contacts, technology, traditional programs and creative ideas. Ability to work well with key audiences and contacts, American officers and LE Staff. Excellent knowledge of the educational and cultural institutions and norms of Barbados and the Eastern Caribbean. Incumbent must be able to identify grammatical errors in written and spoken communication. Ability to anticipate and assess problems and develop solutions; possess common sense; ability to develop and maintain productive business contacts; consistently error-free typing at level II; ability to use word processor, calculator; and full-range of Microsoft Office programs, including Excel. Ability to work well under pressure, skilled at multi-tasking. **(Skills and knowledge will be tested.)**

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

BridgetownHR@state.gov

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
September 19, 2014**

The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Drafted: CRivera, HRA

Cleared: YKerney, PAO

LFenton, RHRO

Approved: SCuthbertson, A/MO

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST EMBASSY, BRIDGETOWN	2. AGENCY STATE	3a. POSITION NO. C70110
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Affairs Office Manager FSN-0120	FSN-07		02/05/2009
b. Other				
c. Proposed by Initiating Office	PAO Administrative Assistant/Office Manager			

6. POST TITLE POSITION (if different from official title)

Public Affairs Section - Administrative

7. NAME OF EMPLOYEE

8. OFFICE/SECTION

Public Affairs Section

b. Second Subdivision

a. First Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee Date(mm-dd-yy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Admin or Human Resources Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

As assistant to the Public Affairs Officer for administrative matters, the PAS Administrative Assistant is responsible for all financial and programming resources for a post with two American officers and seven Foreign Service Locally Employed Staff (LEStaff) which cover the seven Eastern Caribbean islands and the OECS. The incumbent works closely with budget personnel at the Embassy and in Washington as well as with local vendors, airlines and hotels. The PAS Administrative Assistant tracks finances and keeps cuff accounts of PD section's travel, representational and programming accounts as well as all special funds accounts. Serves as PD liaison with embassy financial management and general services sections, and other sections' office managers. Assists with logistical aspects of the section's speaker and cultural programs, and manages the official travel of the Public Affairs Officer (PAO) and Deputy Public Affairs Officer (DPAO). The PAS Administrative Assistant reports to the PAO or in the PAO's absence, the DPAO.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Budget and Financial

50%

- a. Reviews proposed and actual programming expenditures and keeps cuff records of representational, travel and programming accounts for PAO reference. Reconciles accounts and obligations with Embassy FMO. Reviews representational and travel authorizations for PD section, submits all PD section requests for administrative and programming supplies to Embassy procurement section; ensures that accurate fiscal data is used; Prepares PD Time & Attendance reports.
- b. Oversees logistics and all details in visiting speakers and cultural performing groups both here and other Caribbean islands. Solicit bids for conference sites, office services and other office needs. Keeps track of day-to-day movement in PD Field Budget Plan. Liaises with the Fulbright, International Visitor and Speakers offices in ECA and IIP and their contracting agencies to verify and ensure correct usage of post funds maintained in Washington.
- c. Researches and drafts grants documents for PD programs. Also drafts specialized grants documents, tracks finances and keeps cuff accounts of the Ambassador's Fund for Cultural Preservation, and other special funds which PD manages but which are not funded by PAS funds. Maintains contact with grantees to ensure that terms of grants are honored and that receipts are correctly accounted for. Enters all grants documents in Washington's Grants Database Management System. May periodically conduct site visits of grantees.
- d. Is responsible for overseeing and maintaining routine office operations; maintains grants filing system, submits weekly office supply requests, checks daily cable traffic, Provides logistical support for PD programs. Performs related duties as required by the PAO. Drafts correspondence and memos for PAO'S signature. Arranges meetings and/or conference calls; completes and routes all administrative documents.

Programming

50%

- a. Works with PAO and other department personnel to suggest speaker programs and request and select appropriate speakers, specialists and cultural events throughout the region; inclusive of digital video conferencing. Develops program and schedule including lectures, workshops, and appointments with officials and representational events. When feasible, identifies local co-sponsors.

Coordinates local planning to seek waivers for taxes and work permits, reductions on hotel, venue and transportation costs, other necessary services and the speakers' schedule. Escorts performer to other islands if PAO, DPAO or other officer is not able to travel. Assists with publicity and media coverage.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of an associate degree in business administration, management or accounting is required.
- b. Prior Work Experience:
Two to three years experience in administration or management required; minimum of 1 year management or administration experience in the fields of communications, business, education or culture, required.
- c. Post Entry Training:
Specialized training in, PD Cuff Accounts, Fulbright program, PD fund-raising Regulations, Grants Management and Processing including Grants Database Management System, International Visitor and Voluntary Visitors programs, ECA programs, WebGram, WebPASS, PDMat, eGlobal Travel and AFCP Database.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and

specialization (sp/read):

FSI level V in reading, writing and speaking English.

e. Job Knowledge:

A good understanding of State Department practices, personnel, travel and other administrative procedures, regulations, requirements, and accounting procedures. Understanding of Public Diplomacy; its programs, resources, materials, equipment and management techniques; strong knowledge of word processing, spreadsheets and databases.

f. Skills, and Abilities

Ability to work well with others in the Public Diplomacy Section and other embassy personnel in planning, co-ordinating, and carrying out multi-media thematic and cultural programs, ability to independently plan, organize, and carry out assigned responsibilities using contacts, technology, traditional programs and creative ideas. Ability to work well with key audiences and contacts, American officers and LEStaff. Incumbent must be able to identify grammatical errors in written and spoken communication. Ability to anticipate and assess problems and develop solutions; possess common sense; ability to develop and maintain productive business contacts; consistently error-free typing at level II; ability to use word processor, calculator; and full-range of MicroSoft Office programs, including Excel. Ability to work well under pressure, skilled at multi-tasking.

16. POSITION ELEMENTS

a. Supervision Received:

For most day-to-day functions, the incumbent operates independently within general guidelines. Consults with PAO and DPAO on new or unusual programs or situations.

b. Supervision Exercised:

Creates and oversees local planning committees handling logistics for PD activities as assigned. Ensures that these committees and individuals make the necessary arrangements for accommodations, venues, transportation, supplies, publicity etc.

c. Available Guidelines:

State FAM, handbooks, ECA, IIP, and Fulbright regulations.

d. Exercise of Judgment:

Exercises considerable judgment when making recommendations on exchange candidates, grants, U.S. speakers and specialists, cultural presentation, guest lists for PD and Embassy events. Also must use judgment and knowledge of Eastern Caribbean society and American goals to recommend and plan the PD medium and message to best explain the USG's position on specific and general issues as well as overall U.S. foreign policy. Makes on-the-spot decisions when representing the PAO. Must be able to resolve post's administrative/management requirements within statutory regulations and to devise creative solutions to urgent situations involving program objectives. Must research and recommend solutions to PAO to problems as they arise. Uses judgment and discretion to monitor grants and assure that grantees understand and follow the terms of their grant accountably.

e. Authority to Make Commitments:

Can give preliminary agreement to cost of venues for cultural and other programs. May negotiate with hotels, travel personnel and officials on reductions on venues, hotels, travel costs, work permits, departure fee etc. for USG projects and programs.

f. Nature, Level, and Purpose of Contacts:

Given the nature and variety of PD programs the assistant must develop and maintain significant contacts at every level of society. These contacts range from permanent secretaries, heads of departments, leaders of civil society, religious leaders, performing artists, heads of social agencies, non-governmental organizations, service and volunteer clubs, youth groups and associations, professional organizations and intra-regional organizations. Nature of contact is to determine feasibility of PD events negotiate participation in those events of speakers, performers or participants and to negotiate costs of venues and services and waivers of taxes and work permits and the like. Nature of contact is also to explain PD programs to supervisors and solicit their permission for staff members to participate in programs including travel to the US and suggestions of appropriate topics and activities. Also maintains contacts with budget personnel in Washington and the Embassy to ensure proper accounting for and use of funds.

g. Time Expected to Reach Full Performance Level:

With requisite experience, a new employee should be able to assume the full range of duties after one year.